



GALLATIN COUNTY

Land Use Permit Information

PURPOSE

Gallatin County contains several zoning districts which have been created by citizens and governing bodies for purposes of establishing comprehensive development plans or growth policies, with corresponding zoning regulations which implement their goals.

In order to ensure that development occurs in accordance with applicable zoning regulations, a **Land Use Permit** is required prior to the construction of any structure within the County's zoning districts:

- Bear Canyon
- Bridger Canyon
- East Gallatin
- Gallatin Canyon / Big Sky
- Gallatin County / Bozeman Area ("Donut")
- Hebgen Lake
- Hyalite
- Middle Cottonwood
- Reese Creek
- River Rock
- South Gallatin
- Springhill
- Sypes Canyon #1
- Sypes Canyon #2
- Trail Creek
- Wheatland Hills
- Zoning District #1
- Zoning District #6

*Bozeman Pass does not require land use permits.

PROCESS

Prior to excavation and construction:

- **Applicant consults applicable zoning regulation.** Contact a planner at the County Planning Department if you have any questions – (406) 582-3130, 311 W. Main, Room 208.
- **Applicant obtains septic permit** from City-County Environmental Health Department – (406) 582-3144, 311 W. Main, Room 108, or applicant obtains permission to connect to community sewer system.
- **Applicant requests applicable building permit.**
 - In the Gallatin County/Bozeman Area district and Zoning District #1, inquire with the City of Bozeman Building Division (406-582-2375).
 - In all other districts, inquire with the Montana Department of Commerce Building Codes Division (406-841-2040).
- **Applicant clearly marks property corners and proposed building corners** with flags, stakes, etc. (including garage and deck/porch).

- **Applicant submits required materials** to County Planning Department, to include:
 - ❑ **Land Use Permit Application Form**, completed and signed.
 - ❑ **Building elevation plans**, (no larger than) **11 X 17** (drawn to scale and/or with measurements clearly labeled).
 - ❑ **Floor plans**, (no larger than) **11 X 17**, including garage, basement, and all finished and unfinished spaces (drawn to scale and/or with outside dimensions clearly labeled).
 - ❑ **Site plan**, (no larger than) **11 X 17**, including all existing and proposed structures, decks/porches, driveways, property lines, watercourses and easements (drawn to scale and/or with setback measurements clearly labeled). For commercial projects, additional site plan requirements may apply.
 - ❑ **Other attachments**, based on district-specific requirements, if applicable.:
 - ❑ Gallatin Canyon Consolidated Rural Fire District Land Use Permit Form (Gallatin Canyon / Big Sky).
 - ❑ Written approval to connect to Big Sky Sewer and Water District.
 - ❑ Copy of approved septic permit application, or letter giving permission to hook up to a community system.
 - ❑ If structure is manufactured off site, documentation that it meets current HUD codes.
 - ❑ **Application fee**, equal to the greater of \$250 –or– one quarter of one percent (.0025) of the estimated market value of construction (not including land cost). Estimate must be based on total square footage (including garage, deck/porch and all finished and unfinished space). The application fee is double for after-the-fact applications.
- **County Planning Department reviews application materials and makes site inspection.**
Inspections are typically performed once per week on a first-come, first-served basis.
- **County Planning Department notifies applicant whether application was approved/denied.**
- **Applicant builds structure**, in accordance with the specifications submitted in Land Use Permit application, and in compliance with the requirements of the applicable zoning regulation.
(Note: certain zoning regulations provide for the expiration of Land Use Permits if construction is not completed within specified time periods. Refer to applicable zoning regulation for detail.)

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- For structures in the following districts, a **Certificate of Compliance/Occupancy** must be issued prior to occupancy. At least two weeks prior to scheduled occupancy, applicant submits an application for a Certificate of Compliance/Occupancy; then the County Planning Department reviews application, makes site inspection, and notifies applicant whether the application was approved or denied.

• Gallatin Canyon/Big Sky	• Gallatin County/Bozeman Area (“Donut”)
• Middle Cottonwood	• South Gallatin
• Springhill	• Zoning District #1



GALLATIN COUNTY Land Use Permit Application Form

1. **Applicant:** _____

2. **Site**

Address: _____

Section: _____ Township: _____ Range: _____

Subdivision/COS: _____ Block: _____ Lot: _____

Other legal description: _____

DOR# 06
(2) (4) (2) (1) (2) (2) (4)

3. **Zoning**

Zoning district: _____ Zoning designation: _____

4. **Structure(s)**

Type and use of proposed structure(s): _____

Estimated market value of construction (not including land cost): _____

Total square feet (including garage and any unfinished spaces): _____

Square feet of living space: _____ # of dwelling units: _____ # of bedrooms: _____

Height (*as defined in zoning regulation*): _____

Pitch of main roof: _____ Distance from eaves to ridge: _____

Type of foundation: _____ Narrowest width of structure: _____

Siding: type, color and direction: _____

Is structure manufactured off-site? _____ If yes, does it meet current HUD codes? _____

Do you plan to incorporate radon resistant construction features? _____

Description of other structures on this parcel: _____

5. **Setbacks** (including deck/porch)

	<u>Minimum</u> (as required by zoning regulation)	<u>Actual</u> (as shown on site plan and as physically staked)
Front property line	_____	_____
Rear property line	_____	_____
Side property line	_____	_____
Side property line	_____	_____
Public road	_____	_____
Stream high water mark	_____	_____

6. Lot size and coverage

Lot dimensions: _____ Lot frontage on public road: _____
Lot area: _____ sq. ft. Lot area to be covered by structure(s): _____ sq. ft. _____ %

7. Septic/sewer system (complete one)

- ☐ Proposed structure is approved by City-County Environmental Health Department.
Permit number _____; approved for _____ bedrooms.
- ☐ Proposed structure will be connected to the following community sewer system:

8. Required attachments

- ☐ **Building elevation plans, 11 X 17** (to scale and/or height measurements labeled).
- ☐ **Floor plans, 11 X 17** (drawn to scale and/or with outside dimensions labeled).
- ☐ **Site plan, 11 X 17** (including all existing and proposed structures, decks/porches, driveways, property lines, watercourses and easements (drawn to scale and/or with setback measurements labeled).
- ☐ **Other attachments**, septic permit, certification that structure meets current HUD codes, etc., based on district-specific requirements, if applicable.
- ☐ **Application fee.**

9. Preparation for inspection by County Planning Department staff

- ☐ All corners of proposed structure are clearly marked.
- ☐ All property corners are clearly marked.

10. Contact information

Property owner: _____
Address: _____
Daytime phone: _____ Fax: _____

Builder: _____
Address: _____
Daytime phone: _____ Fax: _____

Architect: _____
Address: _____
Daytime phone: _____ Fax: _____

Applicant: _____
Address: _____
Daytime phone: _____ Fax: _____

—AGREEMENT—

The undersigned hereby certifies that the information submitted in this application is true and correct; and that the proposed work shall be done in accordance with the plans and specifications submitted in this application and in compliance with the requirements of the applicable zoning regulation.

Applicant's signature _____

Date _____

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